

## Basic Information

Est. Tracking No.: SCMN0705414027014	Estimate Status: Pending
Estimate Total: \$1,125.70	Creation Date: 1/27/2014
Project Phase: 3-Design	Estimate Label: Stand-Alone Estimate
Estimate Type / Range of Accuracy: Conceptual Design (+/-20%)	
Estimated Start: 1/27/2014	Estimated End:
Project Control Number:	
Project Name:	CBR Number:
OA Number:	

Primary Worksite (Building) No: MN1604ZZ	
Primary WorkSite (Building) Name: BLN OFFICE PARK	
Address Line: 2001 KILLEBREW DRIVE	
City: BLOOMINGTON	State: MN
Zip Code: 55425	
Land Point Of Entry(LPOE)?: No	

Requesting Agency Bureau Code: 07054  
 Requesting Agency Bureau Name: DEPARTMENT OF HOMELAND SECURITY,  
 TRANSPORTATION SECURITY ADMIN

RWA Type:	PBS Org Code: P0572000
RWA Number:	Office Symbol: 5PBSC

## Costs Associated with Construction

TI Scenario: 1- Initial Occupancy, Owned or Leased

		GSA (Shell) Costs	0.00%	Tenant (RWA) Costs
1	E.C.C.A. (Estimated Cost of Construction at Award)	\$0.00		\$0.00
2	Construction Contingency: Percent of Line 1	\$0.00	0.00%	\$0.00
3	Estimated Construction Cost: (Line 1 + Line 2)	\$0.00		\$0.00
4	Space Planning Cost: (Programming through Design Intent)	\$0.00		\$0.00
5	Design: (All costs associated with design narratives, models, calculations, specifications, construction drawings and cost estimates)	\$0.00		\$0.00
6	Const. Mgt. and Inspection:	\$0.00		\$0.00
7	Miscellaneous: (Identify)	\$0.00		\$0.00
8	PBS Travel Associated with the TI Work (if applicable):	\$0.00		\$0.00
9	Total Design and Const. Costs: (Lines 3 through Line 8)	\$0.00		\$0.00
10	TI Allowance:			\$733,920.00
11	Amount of TI Allowance Customer Willing/Able To Buy Down In Excess of What Is Necessary:			\$0.00
12	TI To Be Amortized In Rent:			\$0.00
13	Reimbursable Construction Cost:			\$0.00
14	Regional Management Fee: Default is 4%. Otherwise select if:			
	(i) an approved pricing deviation waiver exists or (ii) work is in a non-GSA controlled space			
15	Reimbursable Cost with Regional Mgmt. Fee:			\$0.00

Per PBS Pricing Policy, the Regional Management Fee is assessed on all amounts shown above in the 'Costs Associated with Construction' section; excluding the existence of a Pricing Deviation Waiver or work performed in a non-GSA managed facility (line 14).

### Costs Associated with Tenant Personal Property

16 Moving:	\$0.00
17 Telephones/Telecommunications:	\$0.00
18 Furniture:	\$0.00
19 IT:	\$0.00
20 Security:	\$0.00
21 Other: (Identify) Furniture Scope Design	\$984.00
22 GSA Travel Cost:	\$0.00
23 Other Labor Cost:	\$0.00

		<b>Contingency Method</b>	
24 Personal Property Cost Contingency:	Percent	4.00%	\$39.36
25 Total Cost Associated With Tenant Personal Property: (Line 16 through 24)			\$1,023.36

### Total Reimbursable Costs

26 Total Reimbursable Project Cost to Calculate Overhead: (Line 15+ Line 25)	\$1,023.36
27 Overhead Fee/Sliding Scale Fee	\$102.34
28 Total Reimbursable Cost to Agency: (Line 26+ Line 27)	\$1,125.70

Per PBS Pricing Policy all amounts shown above in the 'Costs Associated with Tenant Personal Property' section do NOT incur the Regional Management Fee.

Amortization Term:  
Description of Requirements:

Amortization Rate:

### Certifying Official

This is a Government Cost Estimate(GCE) which was established as a result of our interview with customer representative(s). Unfortunately, due to the many variables which can impact a project, actual costs may vary from the estimated costs above. Therefore, I certify that this estimate represents our best judgment of the anticipated reimbursable costs that will be charged to the customer. I further certify that the source documentation to support actual charges can be found in the contract and/or RWA file.

Preparer Email: james.guidos@gsa.gov  
Preparer Name: James Guidos

Preparation Date: 1/27/2014  
Preparer Phone: (312)886-7122

Page 1 of 1

Withheld pursuant to exemption

Referred to Another Agency/Component  
of the Freedom of Information and Privacy Act

1/27/2014 Status: Pending

# Field Real Estate Services

300.1.1-a Acquisitions

<b>Originated by:</b> Originated by (name): Marquette Thorpe Date: 1/27/2014 PR #: 2114204RES142 RTN #: 5634 Region: Central Airport Code: MSP Airport Name: Minneapolis-St. Paul International Airport		<b>Independent Government Cost Estimate (IGCE):</b> Service estimate (revised as appropriate) \$5,667.03 <a href="#">Add Amendment</a> Proposal Increase (Amend 1) Proposal Increase (Amend 2) Net new service estimate \$ 5,667.03 GSA Fee \$ 226.68 <a href="#">view fee calculation</a> Subtotal for Overhead Calc \$ 5,893.71 Sliding Scale Fee \$ 555.43 <a href="#">view fee calculation</a> Total GSA Requirement \$ 6,449.15 Less prior funded RWA \$ (5,323.45) Other Adjustment (describe) \$ <b>Balance Due GSA \$ 1,125.70</b>	
<b>TSA Contacts:</b> Local Name: Michael Stone Phone: 612-486 (b)(6) Email: (b)(6)	<b>GSA Contact:</b> Name: James Guidos Phone: 312-886-7122 Fax: Email: james.guidos@gsa.gov		
<b>Location of services to be performed:</b> On/Off Site: Off-Site Building Type: Lease Address: 2001 Killebrew Drive Floor 4 Bloomington, MN		<b>Complete RWA Package:</b> <input checked="" type="checkbox"/> Complete and Detailed SOW Attached <input checked="" type="checkbox"/> FPD Document Type 21 Complete (PR Form attached) <input checked="" type="checkbox"/> GSA Form 2957 Complete <input checked="" type="checkbox"/> GSA Fees verified	
<b>Is this an amendment to work already begun? If so, provide original award number:</b> Award #: Existing GSA RWA #: N0929039 Award Amt (\$): \$ 5,323.45		<b>RES Review:</b> Portfolio/Project Branch Chief: Review and Approval Financial Analyst: Review and Approval Program Infrastructure Chief: Review and Approval Delivered to Funds Manager	
<b>RWA performance period:</b> Prior performance start date: 11/20/2013 End date: 7/31/2014 GSA lead time: 6-8 weeks Basic service: Permanent Furniture Requested performance period start: 11/20/2013 End: 7/31/2014 Charge Type: Non-Recurring		<b>Funds Committed and Obligated:</b> CAO Funds Manager: Review and Approval of FPD Type 21 [Commitment Created] RES Director/Deputy Director: Signed GSA Form 2957 Financial Analyst: Completed FPD Form Type 34 [Obligation Created] TSA Miscellaneous Obligation Document # from FPD (for IPAQ):	
		<b>Submit to GSA:</b> GSA Form 2957 sent to GSA on date: GSA RWA # Acquired RWA #: Completed RWA package	



# Field Real Estate Services

300.1.1-a Acquisitions

<b>Originated by:</b>		<b>Independent Government Cost Estimate (IGCE):</b>	
Originated by (name): Marquette Thorpe Date: 1/29/2014 PR #: 2114204RES147 RTN #: 5634 Region: Central Airport Code: MSP Airport Name: Minneapolis-St. Paul International Airport		Service estimate (revised as appropriate) \$782,900.00 <a href="#">Add Amendment</a> Proposal Increase (Amend 1) Proposal Increase (Amend 2) Net new service estimate \$ 782,900.00 GSA Fee \$ - <a href="#">view fee calculation</a> Subtotal for Overhead Calc \$ 782,900.00 Sliding Scale Fee \$ 19,618.50 <a href="#">view fee calculation</a> Total GSA Requirement \$ 802,518.50 Less prior funded RWA \$ - Other Adjustment (describe) \$ - <b>Balance Due GSA \$ 802,518.50</b> <b>Audit Required</b>	
<b>TSA Contacts:</b>	<b>GSA Contact:</b>		
Local Name: Michael Stone Phone: 612-486 (b)(6) Email: (b)(6)	Name: James Guidos Phone: 312-886-7122 Fax: Email: james.guidos@gsa.gov		
<b>Location of services to be performed:</b>			
On/Off Site: Off-Site Address: 2001 Killebrew Drive Floor 4 Bloomington, MN		Building Type: Lease	
<b>Is this an amendment to work already begun? If so, provide original award number:</b>			
Award #:		Award Amt (\$):	
Existing GSA RWA #:			
<b>RWA performance period:</b>			
Prior performance start date: End date: GSA lead time: 6-8 weeks Basic service: Permanent Furniture Requested performance period start: 1/29/2014 End: 8/31/2014 Charge Type: Non-Recurring			
<b>Complete RWA Package:</b>			
<input checked="" type="checkbox"/> Complete and Detailed SOW Attached <input checked="" type="checkbox"/> FPD Document Type 21 Complete (PR Form attached) <input checked="" type="checkbox"/> GSA Form 2957 Complete <input checked="" type="checkbox"/> GSA Fees verified			
<b>RES Review:</b>			
Portfolio/Project Branch Chief: Review and Approval Financial Analyst: Review and Approval Program Infrastructure Chief: Review and Approval Delivered to Funds Manager			
<b>Funds Committed and Obligated:</b>			
CAO Funds Manager: Review and Approval of FPD Type 21 [Commitment Created] RES Director/Deputy Director: Signed GSA Form 2957 Financial Analyst: Completed FPD Form Type 34 [Obligation Created] TSA Miscellaneous Obligation Document # from FPD (for IPAQ):			
<b>Submit to GSA:</b>			
GSA Form 2957 sent to GSA on date: _____ GSA RWA # Acquired RWA #: _____ Completed RWA package			

## Basic Information

Est. Tracking No.: SCMN0705414028010	Estimate Status: Pending
Estimate Total: \$802,518.50	Creation Date: 1/28/2014
Project Phase: 4-Construction Procurement	Estimate Label: Stand-Alone Estimate
Estimate Type / Range of Accuracy: Change Order Estimate (+10%,-5%)	
Estimated Start: 1/28/2014	Estimated End:
Project Control Number:	
Project Name:	
OA Number:	CBR Number:

Primary Worksite (Building) No: MN1604ZZ	
Primary WorkSite (Building) Name: BLN OFFICE PARK	
Address Line: 2001 KILLEBREW DRIVE	
City: BLOOMINGTON	State: MN
Zip Code: 55425	
Land Point Of Entry(LPOE)?: No	

Requesting Agency Bureau Code: 07054  
 Requesting Agency Bureau Name: DEPARTMENT OF HOMELAND SECURITY,  
 TRANSPORTATION SECURITY ADMIN

RWA Type: N  
 RWA Number: 0945330

PBS Org Code: P0572000  
 Office Symbol: 5PBSC

## Costs Associated with Construction

TI Scenario: 1- Initial Occupancy, Owned or Leased

		GSA (Shell) Costs	Tenant (RWA) Costs
1	E.C.C.A. (Estimated Cost of Construction at Award)	\$0.00	\$0.00
2	Construction Contingency: <span style="background-color: #cccccc;">Contingency Method</span>		
3	Percent of Line 1	0.00%	0.00%
3	Estimated Construction Cost: (Line 1 + Line 2)	\$0.00	\$0.00
4	Space Planning Cost: (Programming through Design Intent)	\$0.00	\$0.00
5	Design: (All costs associated with design narratives, models, calculations, specifications, construction drawings and cost estimates) <span style="background-color: #cccccc;">Design Cost Method</span>		
6	Const. Mgt. and Inspection: <span style="background-color: #cccccc;">Mgt. Insp. Fee Method</span>		
7	Miscellaneous: (Identify)	\$0.00	\$0.00
8	PBS Travel Associated with the TI Work (if applicable):	\$0.00	\$0.00
9	Total Design and Const. Costs: (Lines 3 through Line 8)	\$0.00	\$0.00
10	TI Allowance:		\$733,920.00
11	Amount of TI Allowance Customer Willing/Able To Buy Down In Excess of What Is Necessary:		\$0.00
12	TI To Be Amortized In Rent:		\$0.00
13	Reimbursable Construction Cost:		\$0.00
14	Regional Management Fee: Default is 4%. Otherwise select if: <span style="background-color: #cccccc;">Regional Mgt. Fee Method</span>		
15	(i) an approved pricing deviation waiver exists or (ii) work is in a non-GSA controlled space Standard 4% Fee Applies		\$0.00
15	Reimbursable Cost with Regional Mgmt. Fee:		\$0.00

Per PBS Pricing Policy, the Regional Management Fee is assessed on all amounts shown above in the 'Costs Associated with Construction' section; excluding the existence of a Pricing Deviation Waiver or work performed in a non-GSA managed facility (line 14).

### Costs Associated with Tenant Personal Property

16 Moving:	\$0.00
17 Telephones/Telecommunications:	\$0.00
18 Furniture:	\$782,900.00
19 IT:	\$0.00
20 Security:	\$0.00
21 Other: (Identify)	\$0.00
22 GSA Travel Cost:	\$0.00
23 Other Labor Cost:	\$0.00

24 Personal Property Cost Contingency:	Contingency Method	\$0.00
25 Total Cost Associated With Tenant Personal Property: (Line 16 through 24)	Not Applicable	\$782,900.00

### Total Reimbursable Costs

26 Total Reimbursable Project Cost to Calculate Overhead: (Line 15+ Line 25)	\$782,900.00
27 Overhead Fee/Sliding Scale Fee	\$19,618.50
28 Total Reimbursable Cost to Agency: (Line 26+ Line 27)	\$802,518.50

**Per PBS Pricing Policy all amounts shown above in the 'Costs Associated with Tenant Personal Property' section do NOT incur the Regional Management Fee.**

Amortization Term:  
Description of Requirements:

Amortization Rate:

### Certifying Official

This is a Government Cost Estimate(GCE) which was established as a result of our interview with customer representative(s). Unfortunately, due to the many variables which can impact a project, actual costs may vary from the estimated costs above. Therefore, I certify that this estimate represents our best judgment of the anticipated reimbursable costs that will be charged to the customer. I further certify that the source documentation to support actual charges can be found in the contract and/or RWA file.

Preparer Email: james.guidos@gsa.gov  
Preparer Name: James Guidos

Preparation Date: 1/28/2014  
Preparer Phone: (312)886-7122

Page 1 of 1

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Referred to Another Agency/Component

of the Freedom of Information and Privacy Act

1/28/2014 Status: Pending



<b>REIMBURSABLE WORK AUTHORIZATION</b> (See instructions on Page 4)				Unless specified otherwise, the authority for this agreement is 40 U.S.C. § 592(b)(2).	
1. DATE OF REQUEST 01/29/2014		2. RWA NUMBER (GSA Use Only)		3. TYPE OF REQUIREMENTS (GSA Use Only) <input type="checkbox"/> SEVERABLE <input type="checkbox"/> NON-SEVERABLE <input type="checkbox"/> GOODS	
4. AGENCY AND BUREAU NAME DHS, TRANSPORTATION SECURITY ADMINISTRATION				5. WORK LOCATION 2001 Killebrew Drive Suite 400 Bloomington, MN 55425	
6A. AGENCY CONTACT NAME Marquette Thorpe				6E. AGENCY CONTACT'S ADDRESS OFFICE OF FIELD REAL ESTATE SERVICES (OFRES), TSA-17; Transportation Security Administration (TSA) 601 South 12th Street Arlington VA, 20598-6017	
6B. AGENCY CONTACT'S TELEPHONE NUMBER 571-227-(b)(6)		EXTENSION		7. DESCRIPTION OF REQUIREMENTS (attach Statement of Work, as necessary) (RWA) Funding for new furniture, including scope development, procurement, product and install, at MSP offsite location due to new space acquisition. MSP_RTN #5634_OA # AMN03951; POP: 01/29/2014-08/30/2014.	
6C. AGENCY CONTACT'S E-MAIL (b)(6)				TSA PM POC: Marquette Thorpe, 571-227-(b)(6) GSA PM POC: Jim Guidos 312-886-7122	
6D. AGENCY CONTACT'S FAX NUMBER 571-227-2906					
8. AMENDMENT RWA amendment provided to change total authorized amount by \$ _____ from \$ _____ to \$ _____		9A. BILLING TYPE (See Instructions) O		9B. BILLING TERMS (See Instructions) M	
10A. AGENCY LOCATION CODE 70110001		10B. FISCAL STATION NUMBER (DD ONLY)		10C. REQUISITION IDENTIFICATION NUMBER 2114204RES147	
13A. AGENCY ACCOUNTING DATA (Limited to 130 characters) 5 AV145A000D 2014 ADE020 GE0000 7700 6402 642RES147 5903001219070000 3111				13B. AGENCY FUND YEAR 2014	
13C. FUND TYPE Please check Fund Type. If applicable, also check RECOVERY ACT - see instructions. <input type="checkbox"/> ANNUAL APPROPRIATION <input type="checkbox"/> NO-YEAR APPROPRIATION <input checked="" type="checkbox"/> MULTIPLE YEAR APPROPRIATION <input type="checkbox"/> RECOVERY ACT				13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY 09/30/2014	
13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS) 112-74-6297		13F. AGENCY/CUSTOMER ORDER NUMBER 3414204RES147			
13G. TREASURY ACCOUNT SYMBOL 703/40550 (FIPS 701.3)				11. REQUESTED WORK DATES A. START 01/29/2014 B. COMPLETION 07/31/2014	
				12. AGENCY CERTIFIED AMOUNT \$802,518.50	
14A. AGENCY BILLING CONTACT E-MAIL ADDRESS fin-smb-tsainvoices@uscg.mil					
14B. AGENCY FINANCE BILLING OFFICE US COAST GUARD FINANCE CENTER					
14C. STREET ADDRESS TSA INTERAGENCY AGREEMENT, PO BOX 4112					
14D. CITY CHESAPEAKE		14E. STATE VA		14F. ZIP CODE 23327-4112	
15A. FUNDING AGENCY CODE (FPDS) 7013				15B. FUNDING OFFICE CODE (FPDS) 00020	
<b>GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY</b>					
16. FED CODE		17. PEGASYS DOCUMENT NUMBER		18. PEGASYS ACCOUNTING LINE NUMBER	
				19. FUND CODE	
				20. INTERFUND YEAR	
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.					
21A. SIGNATURE OF FUND CERTIFYING OFFICIAL					21B. DATE
21C. NAME OF FUND'S CERTIFYING OFFICIAL Reinaldo Junquera, Director of Field Real Estate Services				21D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS (b)(6), Referred to Another Agency/Component	
21E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL		PHONE NUMBER 571-227-(b)(6)		EXTENSION	

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.





## GENERAL TERMS AND CONDITIONS

1. The Requesting Agency (RA) will establish the existence of a *bona fide* need to be satisfied through this Reimbursable Work Authorization (RWA), and otherwise satisfy all internal requirements of the RA regarding documentation of the requirement.
2. The RA will determine and document the need to seek GSA's assistance in performing the work described in this RWA (the Work). Upon request, the RA will provide GSA with copies of such documentation.
3. The RA will provide GSA with such requirements/Statement of Work (SOW), budget/accounting information, points of contact, and other information necessary for GSA to perform the Work.
4. GSA and the RA will work in close cooperation and collaboration throughout the project lifecycle.
5. GSA and the RA agree that the Work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing:
  - a) GSA will assist the RA in further defining its requirements in a manner that will aid in GSA's timely performance of the Work;
  - b) GSA will perform acquisition planning related to any procurement actions to be undertaken in connection with the Work, including, as appropriate,
    - i) developing and implementing an acquisition strategy responsive to the RA's requirements;
    - ii) conducting market research;
    - iii) developing performance-based solicitation requirements when project requirements allow; and
    - iv) considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value.
  - c) GSA will comply with requirements of the Federal Acquisition Regulation (FAR), the General Services Administration Acquisition Manual (GSAM), and special acquisition requirements of the RA identified, in writing, to GSA.
6. GSA will administer contracts and resolve contractual issues or disputes arising out of GSA's performance of the Work, including:
  - a) enforcing contractual terms and conditions to facilitate the timely delivery of goods and services;
  - b) maintaining contract documentation from project initiation through contract closeout;
  - c) performing contract oversight, including inspection and acceptance of the Work, in accordance with the terms of the contract;
  - d) tracking and reporting on the contractor's performance of the Work; and
  - e) performing contract close-out functions.
7. The RA will not, except as expressly authorized, in writing, by the GSA Contracting Officer, provide instruction or authorization to any GSA contractor regarding performance of the Work.
8. GSA will provide legal support and representation for contract disputes, claims and bid protests arising out of GSA's performance of the Work. The RA will be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the RA will not be responsible for costs associated with actions stemming from ~~any~~ <sup>Part 1 of</sup> ~~any~~ <sup>the Freedom of Information and Privacy Act</sup> by GSA in performing its responsibilities under this RWA. GSA will consult with the RA before agreeing to a settlement for which RWA funding will be used.  
Referred to Another Agency/Component
9. The RA will provide cooperation and support to GSA, ~~as required, for GSA to fulfill its contracting responsibilities and otherwise, as necessary, for GSA to perform the Work.~~  
of the Freedom of Information and Privacy Act
10. The RA will provide funding to cover GSA's direct and indirect costs of performing the Work, including costs associated with RA changes to the Work or increases in cost not attributable to GSA errors in performing its responsibilities under this RWA.
11. GSA will provide an Independent Government Estimate to the RA for the work to be performed or concur with the estimate prepared by the RA. In no event will GSA be required to commence performance of the Work until the RA has provided GSA with funding in an amount sufficient to cover the expected costs of performance.
12. GSA will be a good steward of the RA's funds and provide the RA with periodic updates regarding GSA's further obligation and expenditure of RWA funding. Upon contract completion and close-out of all contracts associated with this RWA, GSA will return to the RA any unused funding.
13. GSA will provide the RA with billing statements and otherwise respond to RA inquiries regarding GSA expenditure of RWA funding.
14. GSA and the RA will advise each other of issues, concerns, or problems related to performance of the Work.
15. This RWA is effective as of the latest date of signature of GSA and the RA, and will remain in effect until completion of the Work or earlier termination in accordance with this paragraph. Any amendments to this RWA, including these General Terms and Conditions, must be in writing and signed by both the RA and GSA. This RWA may be terminated by the RA upon 60 calendar days prior written notice to GSA; provided, that the RA will remain responsible to GSA for any and all direct and indirect costs incurred by GSA in connection with performance of the Work up to the date of termination of the RWA, together with such costs related to termination of contracts entered into by GSA in connection with the Work. Should GSA seek to terminate this RWA, it will do so only with the written agreement of the RA, including costs attributable to each party arising out of any such termination.
16. GSA and the RA agree to use their best efforts to resolve disputes cooperatively at the working levels of their respective organizations regarding the interpretation of this RWA and the roles and responsibilities of the parties hereunder, and, if necessary, to escalate such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 90 calendar days will be referred to the respective agency Chief Financial Officers for resolution."
17. If special terms and conditions related to this RWA apply, please include them below or provide as an attachment to this form. Additionally, please annotate in the Description of Requirements (Block 7) that special terms and conditions are provided here on page 3 or as an attachment. If n/a, leave blank or specify "none."

## INSTRUCTIONS

**GENERAL:** Keep a copy for your records and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	Enter date of Work request.
2.	<b>For GSA Use Only.</b> Enter RWA Number.
3.	<b>For GSA Use Only.</b> Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the Work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter "Department of the Treasury, Internal Revenue Service."
5.	Enter location where the Work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including name, address, telephone and fax numbers, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Provide a <u>summary</u> of the SOW created as a result of requirements development interview(s). The full SOW also should be attached to this form. At a minimum, the Description of Requirements block should include the following components: Location, Type of Work, and Description of Work. For example: <u>Location</u> : Building A, Floor 2; <u>Type of Work</u> : Renovation; <u>Description of Work</u> : Build-out of space to accommodate 50 employees. The Description of Requirements must demonstrate a <i>bona fide</i> need. The <i>bona fide</i> needs rule is statutory (31 U.S.C. § 1502) and is further described in the Government Accountability Office's publication <i>Principles of Federal Appropriations Law</i> , Third Edition, Volume 1, familiarly known as the <i>Red Book</i> as follows: <div style="margin-left: 40px;">A fiscal-year appropriation may be obligated only to meet a legitimate, or <i>bona fide</i>, need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11)</div> Because an obligation occurs when GSA accepts a customer's funds, there must be a documented <i>bona fide</i> needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, a <b>specific, definite and concise</b> description of the requirements associated with the funds at the time of RWA acceptance.
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: O=Intergovernmental Payment and Collection (IPAC); N=Non-IPAC (federal customer paying by check or credit card); I=Interfund (GSA Internal Customer only); and P=Prepaid (non-federal customers paying via check or credit card). <b>FOR CREDIT CARD PAYMENTS:</b> If federal customer, use Billing Type N and pay each bill at the Department of the Treasury's Pay.gov website (Block 10A must be empty). If non-federal customer, use Billing Type P and prepay in full at the Pay.gov website.
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly. Non-federal customers leave this block empty.
10A.	Enter the 8-character agency location code <del>Treasury Pay Station Designator</del> . NOTE: If paying by credit card leave this block empty.
10B.	<b>DOD IPAC Only.</b>
10C.	<b>Mandatory for Internal Revenue Service Customers; optional for all others.</b> Enter the appropriate Requisition ID number.
11A-B.	Enter the requested project start and completion dates for severable services (e.g., overtime utilities from March 1st to March 31st). For non-severable services, these dates are optional. <b>NOTE: This should not be used as the agreed-upon initial contract award date; that information should be entered in Block 24A.</b>
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	<b>This data will print on most billings.</b> Enter agency accounting information (limited to 130 characters). For GSA Internal/Interfund customers, the agency accounting data must include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: <ul style="list-style-type: none"> <li>• Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made.</li> <li>• Multiple Year - An appropriation available for obligation for a definite period in excess of one fiscal year.</li> <li>• No-Year - Funding available for obligation without fiscal year limitation.</li> <li>• RECOVERY ACT - Funding provided through economic recovery legislation. GSA-PBS will issue unique numbers for RWAs tied to economic recovery legislation to ensure that applicable reporting requirements are met. <b>If you mark the RECOVERY ACT checkbox, you also must indicate the type of funding (i.e., annual, multiple year, or no-year) using one of the above checkboxes.</b></li> </ul>
13D.	Enter the expiration date of the <i>obligational authority</i> for the funds, if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2011, the expiration date entered would be 9/30/2011. <b>Do not complete this block if a no-year appropriation is marked in Block 13C.</b>
13E.	Enter the Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	<b>For Ordering Agency Use Only.</b> Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings). Valid Treasury Account Symbols can be found on the Department of the Treasury's FAST Book at <a href="http://www.fms.treas.gov/fastbook">http://www.fms.treas.gov/fastbook</a> .
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.

- 15A. Funding Agency Code (FPDS) - Enter a valid 4-digit code from the FPDS-NG Agency Code Table for the agency that is providing the majority of funds to be obligated by this transaction. Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.
- 15B. Funding Office Code (FPDS) - Enter a valid 4- or 5-alphanumeric code from the FPDS-NG Funding Office Code Table. This code identifies the office (or other organizational entity) that provided the majority of funds. If the Funding Agency is a non-DoD agency, the code is defined by the agency. If the Funding Agency is a DoD agency, the code is the DoD Activity Address Code (DODAAC). Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

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### **GSA Internal Customer or Interfund Customer**

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16. Enter the 2-character Fedcode.
17. Mandatory for all General Services Administration internal customers. Enter the 8-position Pegasys Document number.
18. Enter the Pegasys accounting line number. This field is optional and is limited to 2 positions.
19. Enter the 4-position fund code.
20. Enter the 1-position interfund year. This is the last position of the fund code entered in Block 20.
- 21A. Enter the signature of authorized Agency representative who is certifying the validity of the order form and the availability of fund. Further written assurances may be required - see the certification paragraph preceding Block 21A.
- 21B. Enter date the RWA form was signed.
- 21C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

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### **General Services Administration/Public Buildings Service**

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22. Enter Project Control Number.
- 23A. Enter summary-level GSA organization code.
- 23B. Enter the lease number (if applicable).
- 23C. Check the appropriate budget activity code.
- 23D. Enter the 4-character work item number used to track repair and alteration tasks. Withheld pursuant to exemption  
Referred to Another Agency Component
- 23E. Enter the 6-character Billed Office Address Code (BOAC) of Information and Privacy Act.
- 23F. Enter the correspondence symbol.
- 23G. Enter the 4-character Agency Bureau Code.
- 24A. Enter the initial contract award date agreed upon by GSA-PBS and the RA. Per GSA acquisition policy, GSA-PBS has a "reasonable time, based on the complexities of the requirement," to obligate contractually funds accepted from an RA.
- 24B. Enter the estimated completion date agreed upon by GSA-PBS and the RA.
25. Enter a brief project description (limited to 25 characters).
26. Check the appropriate action block.
27. Check as appropriate.
- 28A-F. If multiple buildings or multiple functions are cited, enter organization code, building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.
- 29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.
- 30A. Enter the signature of the GSA approving official. GSA's signature indicates GSA's acceptance of the terms and conditions set forth on page 3 of the RWA.
- 30B. Enter the date of signature.
- 30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.
31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS).
- 32A-C. Enter the certification of completion signature, certifying name, and completion date.



<b>REIMBURSABLE WORK AUTHORIZATION</b> (See Instructions on Page 4)				Unless specified otherwise, the authority for this agreement is 40 U.S.C. § 592(b)(2).	
1. DATE OF REQUEST 12/05/2013		2. RWA NUMBER (GSA Use Only)		3. TYPE OF REQUIREMENTS (GSA Use Only) <input type="checkbox"/> SEVERABLE <input type="checkbox"/> NON-SEVERABLE <input type="checkbox"/> GOODS	
4. AGENCY AND BUREAU NAME DHS, TRANSPORTATION SECURITY ADMINISTRATION				5. WORK LOCATION 2001 Killebrew Drive Suite 400 Bloomington, MN 55425	
6A. AGENCY CONTACT NAME Marquette Thorpe				6E. AGENCY CONTACT'S ADDRESS OFFICE OF FIELD REAL ESTATE SERVICES (OFRES), TSA-17; Transportation Security Administration (TSA) 601 South 12th Street Arlington VA, 20598-6017	
6B. AGENCY CONTACT'S TELEPHONE NUMBER 571-227-(b)(6)		EXTENSION			
6C. AGENCY CONTACT'S E-MAIL (b)(6)					
6D. AGENCY CONTACT'S FAX NUMBER 571-227-2906				7. DESCRIPTION OF REQUIREMENTS (attach Statement of Work, as necessary) MSP_RTN #5634_OA # AMN03951; POP: 12/05/2013-06/30/2014; Funding for the development and procurement of furniture scope. All new furniture required for offsite space renovation. Adequate funds are available and that the services/supplies are (1) necessary for normal operations, and (2) for which the Congress appropriated funds last fiscal year.	
8. AMENDMENT RWA amendment provided to change total authorized amount by \$                      from \$                      to \$		9A. BILLING TYPE (See Instructions) O		9B. BILLING TERMS (See Instructions) M	
10A. AGENCY LOCATION CODE 70110001		10B. FISCAL STATION NUMBER (DOD ONLY)		10C. REQUISITION IDENTIFICATION NUMBER 2114204RES096	
13A. AGENCY ACCOUNTING DATA (Limited to 130 characters) 5 AV145A000D 2014 ADE020 GE0000 7700 6402 642RES096 5903001219070000				13B. AGENCY FUND YEAR 2014	
13C. FUND TYPE Please check Fund Type. If applicable, also check RECOVERY ACT - see instructions. <input type="checkbox"/> ANNUAL APPROPRIATION <input type="checkbox"/> NO-YEAR APPROPRIATION <input checked="" type="checkbox"/> MULTIPLE YEAR APPROPRIATION <input type="checkbox"/> RECOVERY ACT				13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY 09/30/2014	
13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS) 112-74-6297		13F. AGENCY/CUSTOMER ORDER NUMBER 3414204RES096			
13G. TREASURY ACCOUNT SYMBOL 703/40550 (FIPS 701.3)				11. REQUESTED WORK DATES A. START 12/05/2013 B. COMPLETION 06/30/2014	
				12. AGENCY CERTIFIED AMOUNT \$5,323.45	
14A. AGENCY BILLING CONTACT E-MAIL ADDRESS fin-smb-tsainvoices@uscg.mil					
14B. AGENCY FINANCE BILLING OFFICE US COAST GUARD FINANCE CENTER					
14C. STREET ADDRESS TSA INTERAGENCY AGREEMENT, PO BOX 4112					
14D. CITY CHESAPEAKE				14E. STATE VA	
				14F. ZIP CODE 23327-4112	
15A. FUNDING AGENCY CODE (FPDS) 7013				15B. FUNDING OFFICE CODE (FPDS) 00020	
GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY					
16. FED CODE		17. PEGASYS DOCUMENT NUMBER		18. PEGASYS ACCOUNTING LINE NUMBER	
19. FUND CODE		20. INTERFUND YEAR			
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.					
21A. SIGNATURE OF FUND CERTIFYING OFFICIAL					21B. DATE
21C. NAME OF FUND'S CERTIFYING OFFICIAL Reinaldo Junquera, Director of Field Real Estate Services					21D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS (b)(6)
21E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL		PHONE NUMBER 571-227-(b)(6)		EXTENSION	

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.

<b>RWA NUMBER (GSA Use Only)</b>
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**FOR GENERAL SERVICES ADMINISTRATION USE ONLY**

22. PROJECT CONTROL NUMBER	23A. SUMMARY ORGANIZATION CODE	23B. LEASE NUMBER	23C. BUDGET ACTIVITY (Check One) <input type="checkbox"/> PG53 <input type="checkbox"/> PG61 <input type="checkbox"/> PG80	23D. WORK ITEM NUMBER
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24A. AGREED-UPON INITIAL CONTRACT AWARD DATE	24B. ESTIMATED COMPLETION DATE	25. BRIEF PROJECT DESCRIPTION (limited to 25 characters)
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<p>26. ACTION (Check one)</p> <p><input type="checkbox"/> NEW</p> <p><input type="checkbox"/> CANCELLED</p> <p><input type="checkbox"/> CHANGE</p> <p><input type="checkbox"/> COMPLETE</p>	<p>27. PLEASE CHECK IF APPROPRIATE</p> <p><input type="checkbox"/> HEATING OPERATIONS AND TRANSMISSION DISTRICT (HOTD) - NCR Only</p> <p><input type="checkbox"/> OVERTIME UTILITIES</p> <p><input type="checkbox"/> PLANS ATTACHED</p> <p><input type="checkbox"/> SUPPLEMENTAL LEASE AGREEMENT</p>
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[illegible]

28F. GRAND TOTAL	
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29A. GSA PROJECT CONTACT NAME	
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29B. GSA PROJECT CONTACT PHONE NUMBER	EXTENSION	29C. GSA PROJECT CONTACT E-MAIL ADDRESS

30A. GSA APPROVING OFFICIAL'S SIGNATURE	30B. DATE	30C. GSA APPROVING OFFICIAL'S PHONE NUMBER	EXTENSION
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30D. GSA APPROVING OFFICIAL'S NAME	31. SELLER/GENERAL SERVICES ADMINISTRATION BUSINESS PARTNER NETWORK/DUNS NUMBER (BPN/DUNS)
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30E. GSA APPROVING OFFICIAL'S E-MAIL ADDRESS	
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32A. CERTIFICATE OF COMPLETION SIGNATURE	32B. SIGNER'S NAME <i>(Type or Print)</i>	32C. COMPLETION DATE
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## GENERAL TERMS AND CONDITIONS

1. The Requesting Agency (RA) will establish the existence of a *bona fide* need to be satisfied through this Reimbursable Work Authorization (RWA), and otherwise satisfy all internal requirements of the RA regarding documentation of the requirement.
2. The RA will determine and document the need to seek GSA's assistance in performing the work described in this RWA (the Work). Upon request, the RA will provide GSA with copies of such documentation.
3. The RA will provide GSA with such requirements/Statement of Work (SOW), budget/accounting information, points of contact, and other information necessary for GSA to perform the Work.
4. GSA and the RA will work in close cooperation and collaboration throughout the project lifecycle.
5. GSA and the RA agree that the Work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing:
  - a) GSA will assist the RA in further defining its requirements in a manner that will aid in GSA's timely performance of the Work;
  - b) GSA will perform acquisition planning related to any procurement actions to be undertaken in connection with the Work, including, as appropriate,
    - i) developing and implementing an acquisition strategy responsive to the RA's requirements;
    - ii) conducting market research;
    - iii) developing performance-based solicitation requirements when project requirements allow; and
    - iv) considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value.
  - c) GSA will comply with requirements of the Federal Acquisition Regulation (FAR), the General Services Administration Acquisition Manual (GSAM), and special acquisition requirements of the RA identified, in writing, to GSA.
6. GSA will administer contracts and resolve contractual issues or disputes arising out of GSA's performance of the Work, including:
  - a) enforcing contractual terms and conditions to facilitate the timely delivery of goods and services;
  - b) maintaining contract documentation from project initiation through contract closeout;
  - c) performing contract oversight, including inspection and acceptance of the Work, in accordance with the terms of the contract;
  - d) tracking and reporting on the contractor's performance of the Work; and
  - e) performing contract close-out functions.
7. The RA will not, except as expressly authorized, in writing, by the GSA Contracting Officer, provide instruction or authorization to any GSA contractor regarding performance of the Work.
8. GSA will provide legal support and representation for contract disputes, claims and bid protests arising out of GSA's performance of the Work. The RA will be responsible for all costs associated with termination, disputes, and protests, including settlement costs, except that the RA will not be responsible for costs associated with actions stemming from errors by GSA in performing its responsibilities under this RWA. GSA will consult with the RA before agreeing to a settlement for which RWA funding will be used.

Page 1 of 1  
When Pursued to Exemption  
Referred to Another Agency/Component
9. The RA will provide cooperation and support to GSA, as required, for GSA to fulfill its contracting responsibilities and otherwise, as necessary, for GSA to perform the Work.

of the Freedom of Information and Privacy Act
10. The RA will provide funding to cover GSA's direct and indirect costs of performing the Work, including costs associated with RA changes to the Work or increases in cost not attributable to GSA errors in performing its responsibilities under this RWA.
11. GSA will provide an Independent Government Estimate to the RA for the work to be performed or concur with the estimate prepared by the RA. In no event will GSA be required to commence performance of the Work until the RA has provided GSA with funding in an amount sufficient to cover the expected costs of performance.
12. GSA will be a good steward of the RA's funds and provide the RA with periodic updates regarding GSA's further obligation and expenditure of RWA funding. Upon contract completion and close-out of all contracts associated with this RWA, GSA will return to the RA any unused funding.
13. GSA will provide the RA with billing statements and otherwise respond to RA inquiries regarding GSA expenditure of RWA funding.
14. GSA and the RA will advise each other of issues, concerns, or problems related to performance of the Work.
15. This RWA is effective as of the latest date of signature of GSA and the RA, and will remain in effect until completion of the Work or earlier termination in accordance with this paragraph. Any amendments to this RWA, including these General Terms and Conditions, must be in writing and signed by both the RA and GSA. This RWA may be terminated by the RA upon 60 calendar days prior written notice to GSA; provided, that the RA will remain responsible to GSA for any and all direct and indirect costs incurred by GSA in connection with performance of the Work up to the date of termination of the RWA, together with such costs related to termination of contracts entered into by GSA in connection with the Work. Should GSA seek to terminate this RWA, it will do so only with the written agreement of the RA, including costs attributable to each party arising out of any such termination.
16. GSA and the RA agree to use their best efforts to resolve disputes cooperatively at the working levels of their respective organizations regarding the interpretation of this RWA and the roles and responsibilities of the parties hereunder, and, if necessary, to escalate such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 90 calendar days will be referred to the respective agency Chief Financial Officers for resolution."
17. If special terms and conditions related to this RWA apply, please include them below or provide as an attachment to this form. Additionally, please annotate in the Description of Requirements (Block 7) that special terms and conditions are provided here on page 3 or as an attachment. If n/a, leave blank or specify "none."



## INSTRUCTIONS

GENERAL: Keep a copy for your records and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	Enter date of Work request.
2.	<b>For GSA Use Only.</b> Enter RWA Number.
3.	<b>For GSA Use Only.</b> Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the Work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter "Department of the Treasury, Internal Revenue Service."
5.	Enter location where the Work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including name, address, telephone and fax numbers, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Provide a <u>summary</u> of the SOW created as a result of requirements development interview(s). The full SOW also should be attached to this form. At a minimum, the Description of Requirements block should include the following components: Location, Type of Work, and Description of Work. For example: <u>Location</u> : Building A, Floor 2; <u>Type of Work</u> : Renovation; <u>Description of Work</u> : Build-out of space to accommodate 50 employees. The Description of Requirements must demonstrate a <i>bona fide</i> need. The <i>bona fide</i> needs rule is statutory (31 U.S.C. § 1502) and is further described in the Government Accountability Office's publication <i>Principles of Federal Appropriations Law</i> , Third Edition, Volume 1, familiarly known as the <i>Red Book</i> as follows: A fiscal-year appropriation may be obligated only to meet a legitimate, or <i>bona fide</i> , need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11) Because an obligation occurs when GSA accepts a customer's funds, there must be a documented <i>bona fide</i> needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, a <b>specific, definite and concise</b> description of the requirements associated with the funds at the time of RWA acceptance.
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: O=Intergovernmental Payment and Collection (IPAC); N=Non-IPAC (federal customer paying by check or credit card); I=Interfund (GSA Internal Customer only); and P=Prepaid (non-federal customers paying via check or credit card). <b>FOR CREDIT CARD PAYMENTS: If federal customer, use Billing Type N and pay each bill at the Department of the Treasury's Pay.gov website (Block 10A must be empty). If non-federal customer, use Billing Type P and prepay in full at the Pay.gov website.</b>
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly. Non-federal customers leave this block empty.
10A.	Enter the 8-character agency location code <b>Treasury Pay Station Designator</b> . NOTE: If paying by credit card leave this block empty.
10B.	<b>DOD IPAC Only.</b>
10C.	<b>Mandatory for Internal Revenue Service Customers; optional for all others.</b> Enter the appropriate Requisition ID number.
11A-B.	Enter the requested project start and completion dates for severable services (e.g., overtime utilities from March 1st to March 31st). For non-severable services, these dates are optional. <b>NOTE: This should not be used as the agreed-upon initial contract award date; that information should be entered in Block 24A.</b>
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	<b>This data will print on most billings.</b> Enter agency accounting information (limited to 130 characters). For GSA Internal/Interfund customers, the agency accounting data must include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: <ul style="list-style-type: none"> <li>Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made.</li> <li>Multiple Year - An appropriation available for obligation for a definite period in excess of one fiscal year.</li> <li>No-Year - Funding available for obligation without fiscal year limitation.</li> <li>RECOVERY ACT - Funding provided through economic recovery legislation. GSA-PBS will issue unique numbers for RWAs tied to economic recovery legislation to ensure that applicable reporting requirements are met. <b>If you mark the RECOVERY ACT checkbox, you also must indicate the type of funding (i.e., annual, multiple year, or no-year) using one of the above checkboxes.</b></li> </ul>
13D.	Enter the expiration date of the <i>obligational authority</i> for the funds, if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2011, the expiration date entered would be 9/30/2011. <b>Do not complete this block if a no-year appropriation is marked in Block 13C.</b>
13E.	Enter the Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	<b>For Ordering Agency Use Only.</b> Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings). Valid Treasury Account Symbols can be found on the Department of the Treasury's FAST Book at <a href="http://www.fms.treas.gov/fastbook">http://www.fms.treas.gov/fastbook</a> .
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.

- 15A. Funding Agency Code (FPDS) - Enter a valid 4-digit code from the FPDS-NG Agency Code Table for the agency that is providing the majority of funds to be obligated by this transaction. Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.
- 15B. Funding Office Code (FPDS) - Enter a valid 4- or 5-alphanumeric code from the FPDS-NG Funding Office Code Table. This code identifies the office (or other organizational entity) that provided the majority of funds. If the Funding Agency is a non-DoD agency, the code is defined by the agency. If the Funding Agency is a DoD agency, the code is the DoD Activity Address Code (DODAAC). Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

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### **GSA Internal Customer or Interfund Customer**

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16. Enter the 2-character Fedcode.
17. Mandatory for all General Services Administration internal customers. Enter the 8-position Pegasys Document number.
18. Enter the Pegasys accounting line number. This field is optional and is limited to 2 positions.
19. Enter the 4-position fund code.
20. Enter the 1-position interfund year. This is the last position of the fund code entered in Block 20.
- 21A. Enter the signature of authorized Agency representative who is certifying the validity of the order form and the availability of fund. Further written assurances may be required - see the certification paragraph preceding Block 21A.
- 21B. Enter date the RWA form was signed.
- 21C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

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### **General Services Administration/Public Buildings Service**

---

22. Enter Project Control Number.
- 23A. Enter summary-level GSA organization code.
- 23B. Enter the lease number (if applicable).
- 23C. Check the appropriate budget activity code.
- 23D. Enter the 4-character work item number used to track repair and alteration tasks.  
Withheld pursuant to exemption  
Referred to Another Agency Component
- 23E. Enter the 6-character Billed Office Address Code (BOAC) of Information and Privacy Act
- 23F. Enter the correspondence symbol.
- 23G. Enter the 4-character Agency Bureau Code.
- 24A. Enter the initial contract award date agreed upon by GSA-PBS and the RA. Per GSA acquisition policy, GSA-PBS has a "reasonable time, based on the complexities of the requirement," to obligate contractually funds accepted from an RA.
- 24B. Enter the estimated completion date agreed upon by GSA-PBS and the RA.
25. Enter a brief project description (limited to 25 characters).
26. Check the appropriate action block.
27. Check as appropriate.
- 28A-F. If multiple buildings or multiple functions are cited, enter organization code, building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.
- 29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.
- 30A. Enter the signature of the GSA approving official. GSA's signature indicates GSA's acceptance of the terms and conditions set forth on page 3 of the RWA.
- 30B. Enter the date of signature.
- 30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.
31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS).
- 32A-C. Enter the certification of completion signature, certifying name, and completion date.

# TSA Office of Real Estate Services

300.1.1-a Acquisitions

<b>Originated by:</b> Originated by (name): Marquette Thorpe Date: 11/20/2013 PR #: 2114204RES096 RTN #: 5634 Region: Central Airport Code: MSP Airport Name: Minneapolis-St. Paul International Airport		<b>Independent Government Cost Estimate (IGCE):</b> Service estimate (revised as appropriate) \$ 4,674.00 <a href="#">Add Amendment</a> Proposal Increase (Amend 1) Proposal Increase (Amend 2) Net new service estimate \$ 4,674.00 GSA Fee \$ 186.96 <a href="#">view fee calculation</a> Subtotal for Overhead Calc \$ 4,860.96 Sliding Scale Fee \$ 462.49 <a href="#">view fee calculation</a> Total GSA Requirement \$ 5,323.45 Less prior funded RWA \$ Other Adjustment (describe) \$ <b>Balance Due GSA \$ 5,323.45</b>	
<b>TSA Contacts:</b> Local Name: Michael Stone Phone: 612-486-(b)(6) Email: (b)(6)		<b>GSA Contact:</b> Name: James Guidos Phone: 312-886-7122 Fax: Email: james.guidos@gsa.gov	
<b>Location of services to be performed:</b> On/Off Site: Off-Site Building Type: Lease Address: 2001 Killebrew Drive Floor 4 Bloomington, MN			
<b>Is this an amendment to work already begun? If so, provide original award number:</b> Award #: Existing GSA RWA #: Award Amt (\$):			
<b>RWA performance period:</b> Prior performance start date: End date: GSA lead time: 6-8 weeks Basic service: Permanent Furniture Requested performance period start: 11/20/2013 End: 7/31/2013 Charge Type: Non-Recurring			
<b>Complete RWA Package:</b> <input checked="" type="checkbox"/> Complete and Detailed SOW Attached <input checked="" type="checkbox"/> FPD Document Type 21 Complete (PR Form attached) <input checked="" type="checkbox"/> GSA Form 2957 Complete <input checked="" type="checkbox"/> GSA Fees verified			
<b>RES Review:</b> Portfolio/Project Branch Chief: Review and Approval Financial Analyst: Review and Approval Program Infrastructure Chief: Review and Approval Delivered to Funds Manager			
<b>Funds Committed and Obligated:</b> CAO Funds Manager: Review and Approval of FPD Type 21 [Commitment Created] RES Director/Deputy Director: Signed GSA Form 2957 Financial Analyst: Completed FPD Form Type 34 [Obligation Created] TSA Miscellaneous Obligation Document # from FPD (for IPAQ):			
<b>Submit to GSA:</b> GSA Form 2957 sent to GSA on date: GSA RWA # Acquired RWA #: Completed RWA package			



## Basic Information

Est. Tracking No.: SCMN0705414092030  
 Estimate Total: \$519,658.81  
 Project Phase: 4-Construction Procurement  
 Estimate Type / Range of Accuracy: Construction Estimate (+10%,-5%)  
 Estimated Start: 4/14/2014  
 Project Control Number:  
 Project Name:  
 OA Number:

Estimate Status: Pending  
 Creation Date: 4/2/2014  
 Estimate Label: Stand-Alone Estimate

Estimated End:

CBR Number:

Primary Worksite (Building) No: MN1604ZZ  
 Primary WorkSite (Building) Name: BLN OFFICE PARK  
 Address Line: 2001 KILLEBREW DRIVE  
 City: BLOOMINGTON  
 Zip Code: 55425  
 Land Point Of Entry(LPOE)?: No

State: MN

Requesting Agency Bureau Code: 07054  
 Requesting Agency Bureau Name: DEPARTMENT OF HOMELAND SECURITY,  
 TRANSPORTATION SECURITY ADMIN

RWA Type: N  
 RWA Number: 0975423

PBS Org Code: P0572000  
 Office Symbol: 5PSCB

## Costs Associated with Construction

TI Scenario: 1- Initial Occupancy, Owned or Leased

		GSA (Shell) Costs		Tenant (RWA) Costs	
1	E.C.C.A. (Estimated Cost of Construction at Award)	\$0.00		\$1,107,952.18	
2	Construction Contingency:	Contingency Method			
3	Estimated Construction Cost: (Line 1 + Line 2)	Percent of Line 1	0.00%	10.00%	\$110,795.22
4	Space Planning Cost: (Programming through Design Intent)		\$0.00		\$0.00
5	Design: (All costs associated with design narratives, models, calculations, specifications, construction drawings and cost estimates)	Design Cost Method			
6	Const. Mgt. and Inspection:	Mgt. Insp Fee Method			
7	Miscellaneous: (Identify)	Not Applicable	\$0.00		\$0.00
8	PBS Travel Associated with the TI Work (if applicable):		\$0.00		\$0.00
9	Total Design and Const. Costs: (Lines 3 through Line 8)		\$0.00		\$1,218,747.40
10	TI Allowance:				\$733,920.00
11	Amount of TI Allowance Customer Willing/Able To Buy Down In Excess of What Is Necessary:				\$0.00
12	TI To Be Amortized In Rent:				\$733,920.00
13	Reimbursable Construction Cost:				\$484,827.40
14	Regional Management Fee: Default is 4%. Otherwise select if:	Regional Mgt. Fee Method			
15	(i) an approved pricing deviation waiver exists or (ii) work is in a non-GSA controlled space	Standard 4% Fee Applies			\$19,393.10
	Reimbursable Cost with Regional Mgmt. Fee:				\$504,220.49

Per PBS Pricing Policy, the Regional Management Fee is assessed on all amounts shown above in the 'Costs Associated with Construction' section; excluding the existence of a Pricing Deviation Waiver or work performed in a non-GSA managed facility (line 14).

### Costs Associated with Tenant Personal Property

16 Moving:	\$0.00
17 Telephones/Telecommunications:	\$0.00
18 Furniture:	\$0.00
19 IT:	\$0.00
20 Security:	\$0.00
21 Other: (Identify)	\$0.00
22 GSA Travel Cost:	\$0.00
23 Other Labor Cost:	\$0.00
24 Personal Property Cost Contingency:	<div>Contingency Method Not Applicable</div> \$0.00
25 Total Cost Associated With Tenant Personal Property: (Line 16 through 24)	\$0.00

### Total Reimbursable Costs

26 Total Reimbursable Project Cost to Calculate Overhead: (Line 15+ Line 25)	\$504,220.50
27 Overhead Fee/Sliding Scale Fee	\$15,438.31
28 Total Reimbursable Cost to Agency: (Line 26+ Line 27)	\$519,658.81

Per PBS Pricing Policy all amounts shown above in the 'Costs Associated with Tenant Personal Property' section do NOT incur the Regional Management Fee.

Amortization Term:  
Description of Requirements:

Amortization Rate:

### Certifying Official

This is a Government Cost Estimate(GCE) which was established as a result of our interview with customer representative(s). Unfortunately, due to the many variables which can impact a project, actual costs may vary from the estimated costs above. Therefore, I certify that this estimate represents our best judgment of the anticipated reimbursable costs that will be charged to the customer. I further certify that the source documentation to support actual charges can be found in the contract and/or RWA file.

Preparer Email: james.guidos@gsa.gov  
Preparer Name: James Guidos

Preparation Date: 4/28/2014  
Preparer Phone: (312)886-7122

Page 1 of 1

Withheld pursuant to exemption

Referred to Another Agency/Component

of the Freedom of Information and Privacy Act

4/28/2014 Status: Pending

REIMBURSABLE WORK AUTHORIZATION (See instructions on Page 4)				Unless specified otherwise, the authority for this agreement is 40 U.S.C. § 592(b)(2).	
1. DATE OF REQUEST 04/29/2014		2. RWA NUMBER (GSA Use Only)		3. TYPE OF REQUIREMENTS (GSA Use Only) <input type="checkbox"/> SEVERABLE <input type="checkbox"/> NON-SEVERABLE <input type="checkbox"/> GOODS	
4. AGENCY AND BUREAU NAME DHS, TRANSPORTATION SECURITY ADMINISTRATION				5. WORK LOCATION 2001 Killebrew Drive Suite 400 Bloomington, MN 55425	
6A. AGENCY CONTACT NAME Marquette Thorpe				6E. AGENCY CONTACT'S ADDRESS OFFICE OF FIELD REAL ESTATE SERVICES (OFRES), TSA-17; Transportation Security Administration (TSA) 601 South 12th Street Arlington VA, 20598-6017	
6B. AGENCY CONTACT'S TELEPHONE NUMBER 571-227 (b)(6)		EXTENSION		7. DESCRIPTION OF REQUIREMENTS (attach Statement of Work, as necessary)	
6C. AGENCY CONTACT'S E-MAIL @DHS.GOV				MSP RTN #5634_OA # AMN03951; POP: 01/29/2014-08/30/2014. (RWA) Funding for the construction and relocation costs at (MSP) MINNEAPOLIS-ST. PAUL INTERNATIONAL AIRPORT offsite location, due to new leased space acquisition.  TSA PM POC: Marquette Thorpe, 571-227 (b)(6) GSA PM POC: Jim Guidos 312-886-7122	
6D. AGENCY CONTACT'S FAX NUMBER 571-227-2906					
8. AMENDMENT RWA amendment provided to change total authorized amount by \$ from \$ to \$		9A. BILLING TYPE (See Instructions) O			
10A. AGENCY LOCATION CODE 70110001		10B. FISCAL STATION NUMBER (DOD ONLY)		10C. REQUISITION IDENTIFICATION NUMBER 2114204RES272	
13A. AGENCY ACCOUNTING DATA (Limited to 130 characters) 5 AV145A000D 2014 ADE020 GE0000 7700 6402 642RES272 590300121070000 3221				13B. AGENCY FUND YEAR 2014	
13C. FUND TYPE Please check Fund Type. If applicable, also check RECOVERY ACT - see instructions. <input type="checkbox"/> ANNUAL APPROPRIATION <input type="checkbox"/> NO-YEAR APPROPRIATION <input checked="" type="checkbox"/> MULTIPLE YEAR APPROPRIATION <input type="checkbox"/> RECOVERY ACT				13D. EXPIRATION DATE OF OBLIGATIONAL AUTHORITY 09/30/2015	
13E. AGENCY/CUSTOMER BUSINESS PARTNER NETWORK/DATA UNIVERSAL NUMBERING SYSTEM NUMBER (BPN/DUNS) 112-74-6297		13F. AGENCY/CUSTOMER ORDER NUMBER 3414204RES272			
13G. TREASURY ACCOUNT SYMBOL 7014/150550 (FIPS 701.3)				14A. AGENCY BILLING CONTACT E-MAIL ADDRESS fin-smb-tsainvoices@uscg.mil	
				14B. AGENCY FINANCE BILLING OFFICE US COAST GUARD FINANCE CENTER	
				14C. STREET ADDRESS TSA INTERAGENCY AGREEMENT, PO BOX 4112	
				14D. CITY CHESAPEAKE	
				14E. STATE VA	
				14F. ZIP CODE 23327-4112	
				15A. FUNDING AGENCY CODE (FPDS) 7013	
				15B. FUNDING OFFICE CODE (FPDS) 00020	
GENERAL SERVICES ADMINISTRATION INTERNAL CUSTOMER OR INTERFUND CUSTOMER ONLY					
16. FED CODE		17. PEGASYS DOCUMENT NUMBER		18. PEGASYS ACCOUNTING LINE NUMBER	
19. FUND CODE		20. INTERFUND YEAR			
By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a bona fide need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.					
21A. SIGNATURE OF FUND CERTIFYING OFFICIAL					21B. DATE
21C. NAME OF FUND'S CERTIFYING OFFICIAL Reinaldo Junquera, Director of Field Real Estate Services					21D. CERTIFYING OFFICIAL'S E-MAIL ADDRESS (b)(6)
21E. TELEPHONE NUMBER OF CERTIFYING OFFICIAL		PHONE NUMBER		EXTENSION	
		571-227 (b)(6)			

NOTE: The General Services Administration will bill in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 12 will be sufficient to complete the work requirements of the Requesting Agency. If it is determined that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding prior to incurrence of costs above the Agency Certified Amount.



<b>RWA NUMBER (GSA Use Only)</b>
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**FOR GENERAL SERVICES ADMINISTRATION USE ONLY**

22. PROJECT CONTROL NUMBER	23A. SUMMARY ORGANIZATION CODE	23B. LEASE NUMBER	23C. BUDGET ACTIVITY (Check One) <input type="checkbox"/> PG53 <input type="checkbox"/> PG61 <input type="checkbox"/> PG80	23D. WORK ITEM NUMBER
23E. CUSTOMER BILLING OFFICE ADDRESS CODE (BOAC)		23F. CORRESPONDENCE SYMBOL	23G. AGENCY BUREAU CODE	
24A. AGREED-UPON INITIAL CONTRACT AWARD DATE	24B. ESTIMATED COMPLETION DATE	25. BRIEF PROJECT DESCRIPTION (limited to 25 characters)		

<p>26. ACTION (Check one)</p> <p><input type="checkbox"/> NEW</p> <p><input type="checkbox"/> CANCELLED</p> <p><input type="checkbox"/> CHANGE</p> <p><input type="checkbox"/> COMPLETE</p>	<p>27. PLEASE CHECK IF APPROPRIATE</p> <p><input type="checkbox"/> HEATING OPERATIONS AND TRANSMISSION DISTRICT (HOTD) - NCR Only</p> <p><input type="checkbox"/> OVERTIME UTILITIES</p> <p><input type="checkbox"/> PLANS ATTACHED</p> <p><input type="checkbox"/> SUPPLEMENTAL LEASE AGREEMENT</p>
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[illegible]

28F. GRAND TOTAL

29A. GSA PROJECT CONTACT NAME

29B. GSA PROJECT CONTACT PHONE NUMBER		EXTENSION	29C. GSA PROJECT CONTACT E-MAIL ADDRESS	
30A. GSA APPROVING OFFICIAL'S SIGNATURE		30B. DATE	30C. GSA APPROVING OFFICIAL'S PHONE NUMBER	EXTENSION
30D. GSA APPROVING OFFICIAL'S NAME			31. SELLER/GENERAL SERVICES ADMINISTRATION BUSINESS PARTNER NETWORK/DUNS NUMBER (BPN/DUNS)	
30E. GSA APPROVING OFFICIAL'S E-MAIL ADDRESS				
32A. CERTIFICATE OF COMPLETION SIGNATURE			32B. SIGNER'S NAME <i>(Type or Print)</i>	32C. COMPLETION DATE

## GENERAL TERMS AND CONDITIONS

1. The Requesting Agency (RA) will establish the existence of a *bona fide* need to be satisfied through this Reimbursable Work Authorization (RWA), and otherwise satisfy all internal requirements of the RA regarding documentation of the requirement.
2. The RA will determine and document the need to seek GSA's assistance in performing the work described in this RWA (the Work). Upon request, the RA will provide GSA with copies of such documentation.
3. The RA will provide GSA with such requirements/Statement of Work (SOW), budget/accounting information, points of contact, and other information necessary for GSA to perform the Work.
4. GSA and the RA will work in close cooperation and collaboration throughout the project lifecycle.
5. GSA and the RA agree that the Work will be performed in full compliance with the Competition in Contracting Act and other applicable laws and regulations. In furtherance of so doing:
  - a) GSA will assist the RA in further defining its requirements in a manner that will aid in GSA's timely performance of the Work;
  - b) GSA will perform acquisition planning related to any procurement actions to be undertaken in connection with the Work, including, as appropriate,
    - i) developing and implementing an acquisition strategy responsive to the RA's requirements;
    - ii) conducting market research;
    - iii) developing performance-based solicitation requirements when project requirements allow; and
    - iv) considering all appropriate acquisition vehicles and procurement methods to maximize competition and best value.
  - c) GSA will comply with requirements of the Federal Acquisition Regulation (FAR), the General Services Administration Acquisition Manual (GSAM), and special acquisition requirements of the RA identified, in writing, to GSA.
6. GSA will administer contracts and resolve contractual issues or disputes arising out of GSA's performance of the Work, including:
  - a) enforcing contractual terms and conditions to facilitate the timely delivery of goods and services;
  - b) maintaining contract documentation from project initiation through contract closeout;
  - c) performing contract oversight, including inspection and acceptance of the Work, in accordance with the terms of the contract;
  - d) tracking and reporting on the contractor's performance of the Work; and
  - e) performing contract close-out functions.
7. The RA will not, except as expressly authorized, in writing, by the GSA Contracting Officer, provide instruction or authorization to any GSA contractor regarding performance of the Work.
8. GSA will provide legal support and representation for contract disputes, claims and bid protests arising out of GSA's performance of the Work. The RA will be responsible for all costs associated with termination, disputes, <sup>Page 1 of 1</sup> and protests, including settlement costs, except that the RA will not be responsible for costs associated with actions stemming from errors by GSA in performing its responsibilities under this RWA. GSA will consult with the RA before agreeing to a settlement for which RWA funding will be used.  
*Referred to Another Agency/Component*
9. The RA will provide cooperation and support to GSA, <sup>of the Freedom of Information and Privacy Act</sup> as required, for GSA to fulfill its contracting responsibilities and otherwise, as necessary, for GSA to perform the Work.
10. The RA will provide funding to cover GSA's direct and indirect costs of performing the Work, including costs associated with RA changes to the Work or increases in cost not attributable to GSA errors in performing its responsibilities under this RWA.
11. GSA will provide an Independent Government Estimate to the RA for the work to be performed or concur with the estimate prepared by the RA. In no event will GSA be required to commence performance of the Work until the RA has provided GSA with funding in an amount sufficient to cover the expected costs of performance.
12. GSA will be a good steward of the RA's funds and provide the RA with periodic updates regarding GSA's further obligation and expenditure of RWA funding. Upon contract completion and close-out of all contracts associated with this RWA, GSA will return to the RA any unused funding.
13. GSA will provide the RA with billing statements and otherwise respond to RA inquiries regarding GSA expenditure of RWA funding.
14. GSA and the RA will advise each other of issues, concerns, or problems related to performance of the Work.
15. This RWA is effective as of the latest date of signature of GSA and the RA, and will remain in effect until completion of the Work or earlier termination in accordance with this paragraph. Any amendments to this RWA, including these General Terms and Conditions, must be in writing and signed by both the RA and GSA. This RWA may be terminated by the RA upon 60 calendar days prior written notice to GSA; provided, that the RA will remain responsible to GSA for any and all direct and indirect costs incurred by GSA in connection with performance of the Work up to the date of termination of the RWA, together with such costs related to termination of contracts entered into by GSA in connection with the Work. Should GSA seek to terminate this RWA, it will do so only with the written agreement of the RA, including costs attributable to each party arising out of any such termination.
16. GSA and the RA agree to use their best efforts to resolve disputes cooperatively at the working levels of their respective organizations regarding the interpretation of this RWA and the roles and responsibilities of the parties hereunder, and, if necessary, to escalate such disputes within their respective organizations. Disputes regarding funding that remain unresolved for more than 90 calendar days will be referred to the respective agency Chief Financial Officers for resolution."
17. If special terms and conditions related to this RWA apply, please include them below or provide as an attachment to this form. Additionally, please annotate in the Description of Requirements (Block 7) that special terms and conditions are provided here on page 3 or as an attachment. If n/a, leave blank or specify "none."

## INSTRUCTIONS

GENERAL: Keep a copy for your records and forward one copy to your obligating/paying office.

ITEM NUMBER	SPECIFIC ITEM
1.	Enter date of Work request.
2.	<b>For GSA Use Only.</b> Enter RWA Number.
3.	<b>For GSA Use Only.</b> Check whether the RWA is for severable services, non-severable services, or goods. Goods should only be incidental to a larger PBS project.
4.	Enter name of agency requesting the Work. If applicable, enter the specific Agency Bureau name. For example, if an Internal Revenue Service customer, enter "Department of the Treasury, Internal Revenue Service."
5.	Enter location where the Work is to be performed.
6A-E.	Enter the information regarding the agency's representative responsible for the project, including name, address, telephone and fax numbers, and e-mail address. The agency's representative must have authority to make decisions regarding the project.
7.	Provide a <b>summary</b> of the SOW created as a result of requirements development interview(s). The full SOW also should be attached to this form. At a minimum, the Description of Requirements block should include the following components: Location, Type of Work, and Description of Work. For example: <u>Location</u> : Building A, Floor 2; <u>Type of Work</u> : Renovation; <u>Description of Work</u> : Build-out of space to accommodate 50 employees. The Description of Requirements must demonstrate a <i>bona fide</i> need. The <i>bona fide</i> needs rule is statutory (31 U.S.C. § 1502) and is further described in the Government Accountability Office's publication <i>Principles of Federal Appropriations Law</i> , Third Edition, Volume 1, familiarly known as the <i>Red Book</i> as follows: A fiscal-year appropriation may be obligated only to meet a legitimate, or <i>bona fide</i> , need arising in, or in some cases, arising prior to but continuing to exist in, the fiscal year for which the appropriation was made. (Red Book, p. 5-11) Because an obligation occurs when GSA accepts a customer's funds, there must be a documented <i>bona fide</i> needs assessment at the time the RWA is accepted. In practice, this means that there must be, at a minimum, a <b>specific, definite and concise</b> description of the requirements associated with the funds at the time of RWA acceptance.
8.	Check if an amended RWA. If yes, indicate the dollar amount of the change, the previous total authorized amount, and the new total authorized amount.
9A.	Enter billing type: O=Intergovernmental Payment and Collection (IPAC); N=Non-IPAC (federal customer paying by check or credit card); I=Interfund (GSA Internal Customer only); and P=Prepaid (non-federal customers paying via check or credit card). <b>FOR CREDIT CARD PAYMENTS: If federal customer, use Billing Type N and pay each bill at the Department of the Treasury's Pay.gov website (Block 10A must be empty). If non-federal customer, use Billing Type P and prepay in full at the Pay.gov website.</b>
9B.	Enter billing terms: A=Advance, M=Monthly, Q=Quarterly. <del>Non-federal customers leave this block empty.</del> <small>Without pursuant to exemption</small>
10A.	Enter the 8-character agency location code <del>Treasury Pay Station Designator.</del> <small>Released in April 2009. Agency Component</small> NOTE: If paying by credit card leave this block empty.
10B.	<b>DOD IPAC Only.</b> <small>of the Freedom of Information and Privacy Act</small>
10C.	<b>Mandatory for Internal Revenue Service Customers; optional for all others.</b> Enter the appropriate Requisition ID number.
11A-B.	Enter the requested project start and completion dates for severable services (e.g., overtime utilities from March 1st to March 31st). For non-severable services, these dates are optional. <b>NOTE: This should not be used as the agreed-upon initial contract award date; that information should be entered in Block 24A.</b>
12.	Enter the total dollar amount approved for funding. This dollar amount must match the cost estimate provided by GSA.
13A.	<b>This data will print on most billings.</b> Enter agency accounting information (limited to 130 characters). For GSA Internal/Interfund customers, the agency accounting data must include, at a minimum, Organization Code, Function Code, Budget Activity, and the SGL Account.
13B.	Enter the fiscal year of the agency funds.
13C.	Check the appropriate fund type. Fund types may cite one of the following types of appropriations: <ul style="list-style-type: none"> <li>• Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made.</li> <li>• Multiple Year - An appropriation available for obligation for a definite period in excess of one fiscal year.</li> <li>• No-Year - Funding available for obligation without fiscal year limitation.</li> <li>• RECOVERY ACT - Funding provided through economic recovery legislation. GSA-PBS will issue unique numbers for RWAs tied to economic recovery legislation to ensure that applicable reporting requirements are met. <b>If you mark the RECOVERY ACT checkbox, you also must indicate the type of funding (i.e., annual, multiple year, or no-year) using one of the above checkboxes.</b></li> </ul>
13D.	Enter the expiration date of the <i>obligational authority</i> for the funds, if funds are annual or multiple year. For example, if the funds cite an annual appropriation for FY 2011, the expiration date entered would be 9/30/2011. <b>Do not complete this block if a no-year appropriation is marked in Block 13C.</b>
13E.	Enter the Agency/Customer Business Partner Network/Data Universal Numbering System Number (BPN/DUNS). For DOD, this is the DOD Activity Address Code (DODAAC) number.
13F.	<b>For Ordering Agency Use Only.</b> Enter number that references this purchase (e.g., agency internal control number).
13G.	Enter the Treasury Account Symbol (required for IPAC billings). Valid Treasury Account Symbols can be found on the Department of the Treasury's FAST Book at <a href="http://www.fms.treas.gov/fastbook">http://www.fms.treas.gov/fastbook</a> .
14A-E.	Enter the appropriate Requesting Agency finance billing contact information, including the e-mail address of a finance representative who can address any billing issues.



- 15A. Funding Agency Code (FPDS) - Enter a valid 4-digit code from the FPDS-NG Agency Code Table for the agency that is providing the majority of funds to be obligated by this transaction. Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.
- 15B. Funding Office Code (FPDS) - Enter a valid 4- or 5-alphanumeric code from the FPDS-NG Funding Office Code Table. This code identifies the office (or other organizational entity) that provided the majority of funds. If the Funding Agency is a non-DoD agency, the code is defined by the agency. If the Funding Agency is a DoD agency, the code is the DoD Activity Address Code (DODAAC). Contact your Agency's FPDS Administrator and/or your agency Acquisition Community for assistance with identifying your agency specific code.

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### **GSA Internal Customer or Interfund Customer**

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16. Enter the 2-character Fedcode.
17. Mandatory for all General Services Administration internal customers. Enter the 8-position Pegasys Document number.
18. Enter the Pegasys accounting line number. This field is optional and is limited to 2 positions.
19. Enter the 4-position fund code.
20. Enter the 1-position interfund year. This is the last position of the fund code entered in Block 20.
- 21A. Enter the signature of authorized Agency representative who is certifying the validity of the order form and the availability of fund. Further written assurances may be required - see the certification paragraph preceding Block 21A.
- 21B. Enter date the RWA form was signed.
- 21C-E. Enter the name, e-mail address, and phone number of the Agency certifying official who has signed the form.

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### **General Services Administration/Public Buildings Service**

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22. Enter Project Control Number.
- 23A. Enter summary-level GSA organization code.
- 23B. Enter the lease number (if applicable).
- 23C. Check the appropriate budget activity code.
- 23D. Enter the 4-character work item number used to track repair and alteration tasks. Withheld pursuant to exemption  
Referred to Another Agency Component
- 23E. Enter the 6-character Billed Office Address Code (BOAC) of Information and Privacy Act.
- 23F. Enter the correspondence symbol.
- 23G. Enter the 4-character Agency Bureau Code.
- 24A. Enter the initial contract award date agreed upon by GSA-PBS and the RA. Per GSA acquisition policy, GSA-PBS has a "reasonable time, based on the complexities of the requirement," to obligate contractually funds accepted from an RA.
- 24B. Enter the estimated completion date agreed upon by GSA-PBS and the RA.
25. Enter a brief project description (limited to 25 characters).
26. Check the appropriate action block.
27. Check as appropriate.
- 28A-F. If multiple buildings or multiple functions are cited, enter organization code, building number, function code, object class and total amount for each building or function. The form limit is 15 lines. If additional lines are needed, please attach a spreadsheet providing the information requested in Blocks 28A-F.
- 29A-C. Enter the name, telephone number, and e-mail address of a project contact who can answer questions regarding all work planned or performed under this RWA.
- 30A. Enter the signature of the GSA approving official. GSA's signature indicates GSA's acceptance of the terms and conditions set forth on page 3 of the RWA.
- 30B. Enter the date of signature.
- 30C-E. Enter the name, telephone number, and e-mail address of the GSA approving official.
31. Enter the seller/GSA Business Partner Network/Data Universal Numbering System Number (BPN/DUNS).
- 32A-C. Enter the certification of completion signature, certifying name, and completion date.

# TSA Office of Real Estate Services

300.1.1-a Acquisitions

<b>Originated by:</b> Originated by (name): Marquette Thorpe Date: 4/29/2014 PR #: 2114204RES272 RTN #: 5634 Region: Central Airport Code: MSP Airport Name: Minneapolis-St. Paul International Airport		<b>Independent Government Cost Estimate (IGCE):</b> Service estimate (revised as appropriate) \$ 484,827.41 <a href="#">Add Amendment</a> Proposal Increase (Amend 1) Proposal Increase (Amend 2) Net new service estimate \$ 484,827.41 GSA Fee \$ 19,393.10 <a href="#">view fee calculation</a> Subtotal for Overhead Calc \$ 504,220.51 Sliding Scale Fee \$ 15,438.31 <a href="#">view fee calculation</a> Total GSA Requirement \$ 519,658.81 Less prior funded RWA \$ - Other Adjustment (describe) \$ - <b>Balance Due GSA \$ 519,658.81</b> <b>Audit Required</b>	
<b>TSA Contacts:</b> Local Name: Michael Stone Phone: 612-486 (b)(6) Email: (b)(6)		<b>GSA Contact:</b> Name: James Guidos Phone: 312-886-7122 Fax: Email: james.guidos@gsa.gov	
<b>Location of services to be performed:</b> On/Off Site: Off-Site Building Type: Lease Address: 2001 Killebrew Drive Floor 4 Bloomington, MN			
<b>Is this an amendment to work already begun? If so, provide original award number:</b> Award #: Existing GSA RWA #: Award Amt (\$):			
<b>RWA performance period:</b> Prior performance start date: End date: GSA lead time: 6-8 weeks Basic service: Leasehold Improvements/Construction Requested performance period start: 4/29/2014 End: 10/29/2014 Charge Type: Non-Recurring			
<b>Complete RWA Package:</b> <input checked="" type="checkbox"/> Complete and Detailed SOW Attached <input checked="" type="checkbox"/> FPD Document Type 21 Complete (PR Form attached) <input checked="" type="checkbox"/> GSA Form 2957 Complete <input checked="" type="checkbox"/> GSA Fees verified			
<b>RES Review:</b> Portfolio/Project Branch Chief: Review and Approval Financial Analyst: Review and Approval Program Infrastructure Chief: Review and Approval Delivered to Funds Manager			
<b>Funds Committed and Obligated:</b> CAO Funds Manager: Review and Approval of FPD Type 21 [Commitment Created] RES Director/Deputy Director: Signed GSA Form 2957 Financial Analyst: Completed FPD Form Type 34 [Obligation Created] TSA Miscellaneous Obligation Document # from FPD (for IPAQ):			
<b>Submit to GSA:</b> GSA Form 2957 sent to GSA on date: GSA RWA # Acquired RWA #: Completed RWA package			